

AutoChoice Tutorial



AutoChoice is for Federal Government Agencies and Other Eligible Users only. More info regarding eligible Users is available [here](#).

www.autochoice.gsa.gov

Automotive Customer CARE 703-605-CARS (2277)
vehicle.buying@gsa.gov.



Steering you in the right direction

AutoChoice

www.autochoice.gsa.gov



What Is AutoChoice?

AutoChoice is GSA's secure on-line ordering application for light vehicles, ambulances, medium/heavy vehicles, buses, wreckers and car carriers. In support of the President's Management Agenda, GSA made a commitment to eliminate the use of paper requisitions. As a result, GSA implemented mandatory use of AutoChoice in October 2004.

With AutoChoice You Can:

- Configure your vehicles and choose vehicle equipment options;
- View side by side comparisons of vehicle models from vehicle manufacturers;
- Calculate actual vehicle prices for your configured vehicle including the GSA 1% surcharge;
- View the GSA contract discounts to the manufacturers suggested retail price (MSRP) and dealers invoice;
- View miles per gallon fuel ratings;
- View GSA's minimum requirements;
- View vehicle manufacturers past performance;
- Select the vehicle that provides the best value for your agency's mission;
- Select a dealership;
- Submit your vehicle orders to GSA online;
- Check vehicle order status; and
- Link to the NHTSA's website to view crash test ratings.

AutoChoice Authorization Levels

AutoChoice is set up with authorization levels to allow organizations to establish user “rights” to the various program modules.

Centralized Agencies - All orders for a bureau/field office are sent to GSA through one office (such as a Headquarters purchasing office).

Decentralized Agencies – Have authority to place orders directly to GSA.

User Authorization Levels	Check Status of Ordered Vehicle	View and Compare Prices	Add Orders to Garage	View/Edit Orders in user's Garage	View, Edit and Approve Orders	Send Orders to GSA	Administer Users and Authorization Levels
Level 1 – For Vendors.	X	X					
Level 2 – Default for Agencies.	X	X	X	X			
Level 3 – Access to view all agency orders with no procurement authority.	X	X	X	X	X		
Supervisor** - Procurement authority to place orders.	X	X	X	X	X	X	X
Group Admin. – Designated ordering point of contact for agency. Not required.	X	X	X	X	X	X	X

How Do I Get Started?

AutoChoice can be accessed on the internet at www.autochoice.gsa.gov

If you have a pop-up blocker, temporarily disable it.

Click on “Visit This Website Now” to enter the AutoChoice website.

Home | QuickLinks | For Citizens | Contacts | Jobs Customize Your Visit | MyGSA

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e-Tools

GSA AutoChoice

AutoChoice is GSA's state-of-the-art online vehicle ordering system.

Order sedans, station wagons, light, medium and heavy trucks, vans, buses and ambulances online.

AutoChoice allows government agencies to:

- Compare vehicle models, base prices and equipment options;
- Compare miles per gallon (MPG) -- sedans and light trucks only;
- Identify available Alternative Fuel Vehicles (AFVs);
- Choose colors and dealers -- sedans and light trucks only;

VISIT THIS WEBSITE NOW

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I'm a new user
Click here to register in AutoChoice

I have already registered in AutoChoice
User Name:
Password:
Enter Reset

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Log in or Register as a New User:

If you are a registered AutoChoice user, type in your username and password. Skip to slide 9 in this tutorial.

If you are a new user, click on “Click here to register in AutoChoice.”

Call 703-605-CARS (2277) for password assistance.

The screenshot shows the AutoChoice website in a Microsoft Internet Explorer browser window. The browser's address bar displays "AutoChoice - Microsoft Internet Explorer". The website header includes the GSA logo and the text "Steering you in the right direction". Below the header is a large American flag. To the right of the flag is a registration/login form. The form has two sections: "I'm a new user" and "I have already registered in AutoChoice". The "I'm a new user" section contains a link "Click here to register in AutoChoice". The "I have already registered in AutoChoice" section contains fields for "User Name:" and "Password:", and "Enter" and "Reset" buttons. A large red arrow points to the "Click here to register in AutoChoice" link.

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I'm a new user
[Click here to register in AutoChoice](#)

I have already registered in AutoChoice
User Name:
Password:

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Register as a New User - Complete the required fields shown on the AutoChoice registration page. (If you do not know your Agency Code or Bureau Code, call GSA Automotive Customer CARE at 703-605-CARS (2277) or send an email to vehicle.buying@gsa.gov).

NOTE: Fields with an asterisk (*) are required. Passwords must be a minimum of 8 characters (alpha/numeric).

Please fill up the required fields *

Agency Code:	<input type="text"/>	*
Bureau Code:	<input type="text"/>	*
User Name:	<input type="text"/>	*
Password:	<input type="password"/>	*
Confirm Password:	<input type="password"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Middle Initial:	<input type="text"/>	
Email:	<input type="text"/>	*
Job Title:	<input type="text"/>	*
Tel. No.:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>	*
Other Tel. No.:	<input type="text"/>	
Office Address:	<input type="text"/>	*
	<input type="text"/>	*
	<input type="text"/>	
City:	<input type="text"/>	*
State:	AA <input type="text"/>	*
Country:	USA <input type="text"/>	*
ZipCode:	<input type="text"/>	*

My Profile - Once you have logged into AutoChoice, click on the “My Profile” link and set up your profile by filling in the required fields and clicking on “Save”.

I am Paula Lutz

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[Order Status](#)

[MVDO](#)

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Link:
[National Highway Traffic Safety Administration \(NHTSA\)](#)

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My Profile

Note***: Please fill up the required fields to avoid seeing this page every time you login.

Required fields are those have an asterisk(*) symbol.

User Name:	<input type="text"/>
Change Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
First Name:	<input type="text"/> *
Last Name:	<input type="text"/> *
Middle Initial:	<input type="text"/>
Email:	<input type="text"/> *
Job Title:	<input type="text"/> *
Telephone No.:	<input type="text"/> - <input type="text"/> - <input type="text"/> * Ext: <input type="text"/>
Other Tel. No.:	<input type="text"/>
Office Address:	<input type="text"/> *
	<input type="text"/>
	<input type="text"/>
City:	<input type="text"/> *
State:	AA. <input type="text"/> *
Country:	<input type="text"/> *
ZipCode:	<input type="text"/> *

[Save](#)

Select Vehicle Type - Once you have logged into AutoChoice, you can start viewing vehicles by vehicle type. **Click on the vehicle category you wish to view.** Example: click on “Light Trucks (4x4).

Vehicle Type - Microsoft Internet Explorer

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Selection by Alternate Fuel Vehicle

[Light Vehicles](#) [Buses](#) [Medium/Heavy Vehicles](#)

Selection by Vehicle Type

Light Vehicles

[Sedans](#)
[Station Wagons](#)
[Light Trucks \(4x2\)](#)
[Light Trucks \(4x4\)](#)
[Cab and Chassis \(4x2\)](#)
[Cab and Chassis \(4x4\)](#)
[Sport Utility Vehicles \(4x2\)](#)
[Sport Utility Vehicles \(4x4\)](#)
[Passenger Vans](#)
[Cargo Vans](#)

Ambulances
[Ambulances](#)

Buses

[School and Adult Work Buses](#)
[Light-Duty Shuttle Buses](#)
[Medium-Duty Shuttle Buses](#)
[Inter-City Motorcoach](#)

Medium/Heavy Vehicles

[Med&Heavy Cab and Chassis](#)
[Med&Heavy Dump Trucks](#)
[Med&Heavy Maintenance Trucks](#)
[Med&Heavy Refrigerator Trucks](#)
[Med&Heavy Stake Trucks](#)
[Med&Heavy Tractors](#)
[Med&Heavy Vans](#)

[Wreckers & Carriers](#)

Note * Cab and Chasis with bodies such as Stake,Maintenance,Utility and Dump trucks are now included in our Price Comparison.**

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Choose a Standard Item Number – **Click on the standard item number you wish to view** (example, 46).

The Federal Vehicle Standards establishes classifications for various types and sizes of vehicles, OEM minimum requirements, and equipment options for sedans, light trucks, ambulances, buses, medium/heavy trucks, and sedans.

www.gsa.gov/vehiclestandards

Standard Item - Microsoft Internet Explorer

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LIGHT TRUCKS (4X4)

46 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 6000 LBS GVWR
46C - 4X4 PICKUP, FULL SIZE, EXTENDED CAB, MIN 6250 LBS GVWR
46H - 4X4 PICKUP, FULL SZ, EXT CAB, MIN 6250 LBS GVWR, HYBRID ELECTRIC
47 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 7700 LBS GVWR
47C - 4X4 PICKUP, FULL SIZE, EXTENDED CAB, MIN 7700 LBS GVWR
49 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 8000 LBS GVWR
49A - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 10,001 LBS GVWR
49B - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 9201 LBS GVWR
49C - 4X4 PICKUP, FULL SIZE, EXTENDED CAB, MIN 8000 LBS GVWR
49D - 4X4 PICKUP, FULL SIZE, EXTENDED CAB, MIN 10,001 LBS GVWR
49E - 4X4 PICKUP, FULL SIZE, EXTENDED CAB, MIN 9201 LBS GVWR
55 - 4X4 PICKUP, FULL SIZE, CREW CAB, MIN 6700 LBS GVWR
56 - 4X4 PICKUP, FULL SIZE, CREW CAB, MIN 7000 LBS GVWR
56C - 4X4 PICKUP, FULL SIZE, CREW CAB, MIN 8000 LBS GVWR
57 - 4X4 PICKUP, FULL SIZE, CREW CAB, MIN 9201 LBS GVWR
57A - 4X4 PICKUP, FULL SIZE, CREW CAB, MIN 9900 LBS GVWR
59A - 4X4 PICKUP, FULL SIZE, CREW CAB, MIN 10,001 LBS GVWR
66 - 4X4 PICKUP, COMPACT, REGULAR CAB, MIN 4200 LBS GVWR
66C - 4X4 PICKUP, COMPACT, EXTENDED CAB, MIN 4200 LBS GVWR
67E - 4X4 PICKUP, COMPACT, CREW CAB, MIN 4200 LBS GVWR
87 - 4X4 UTILITY SERVICE, REGULAR CAB, MIN 8000 LBS GVWR
87C - 4X4 UTILITY SERVICE, EXTENDED CAB, MIN 8000 LBS GVWR
88 - 4X4 UTILITY SERVICE, REGULAR CAB, MIN 9201 LBS GVWR
88C - 4X4 UTILITY SERVICE, EXTENDED CAB, 9,201 LBS GVWR
89A - 4X4 UTILITY SERVICE, REGULAR CAB, MIN 10,001 LBS GVWR
89B - 4X4 UTILITY SERVICE, REGULAR CAB, MIN 14,001 LBS GVWR
89C - 4X4 UTILITY SERVICE, EXTENDED CAB, MIN 10,001 LBS GVWR

Local intranet

Choose vehicle options and quantity - You can customize your vehicle by selecting from the list of optional equipment. **Once you have selected your vehicle options and typed in vehicle quantity, click on the “Compare Prices” button at the bottom of the page.** The “Reset” button will clear any selected options, and allow you to reselect desired options.

Compare Prices

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LIGHT TRUCKS (4X4)

46 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 6000 LBS GVWR

Click the boxes below to add Optional Equipment:

* means Minimum Equipment to this Standard Item

Body/Chassis

BODY STYLE - Smooth Side

PICKUP BED, LOAD LENGTH min. m. (ft.) - 2.4 (8)

GROSS VEHICLE WEIGHT RATING min./max. kg (lbs.) - 2721 (6000) / 3401 (7500)

PAYLOAD min. kg. (lbs.) - 635 (1399)

MFG. MODEL CODE -

☐ L6 - SHORT BED PICKUP BODY

Engine Minimuums

COOLING SYSTEM - HDA

TORQUE (ft.-lb.) - 252

HORSEPOWER (min) - 190

ENGINE TYPE (Cylinder/Liter) - 6 / 4.2

Engines

☐ E4 - UPGRADED ADDITIONAL POWER 8 CYLINDER ENGINE

☐ E3 - UPGRADED 8 CYLINDER ENGINE

Alternative Fuel Engines

☐ E85 - ETHANOL FLEXIBLE FUEL

Engine Accessories

☐ EHM - ENGINE HOUR METER

☐ EH - ENGINE BLOCK HEATER, OEM

☐ OLS - OIL LIFE SYSTEM

Transmission

TRANSFER CASE - 2-Speed

AUTOMATIC TRANSMISSION - 4 - Speed

☐ T5 - 5 SPEED MANUAL TRANSMISSION

Miscellaneous

☐ MIL - DATA PLATE AND DD250

☐ PSM - PARTS AND SERVICE MANUALS

☐ PSMA - PARTS AND SERVICE MANUALS, 2 Sets, Ship To WR ALCLEET

☐ PSME - PARTS AND SERVICE MANUALS -- ELECTRONIC

Warranty

MFG STANDARD WARRANTY - 3 yr/36,000 mile bumper to bumper

Additional Requirements

"Choosing option code AREQ (additional requirements) will result in the manual processing of your order. Please briefly describe your additional requirements on the Requisition Detail page. You will be contacted by GSA regarding your request. DO NOT USE AREQ to list any of the following: 1) GSA minimum requirements, 2) manufacturer standard equipment, 3) internal agency data, or 4) vendor selection."

☐ AREQ - ADDITIONAL REQUIREMENTS

Quantity of Vehicles : 1

Compare Prices

Reset

Price Comparison - You will see a summary and a side-by-side comparison of the vehicle models and prices for base vehicles, equipment options and the GSA 1% surcharge.

Price Comparison - Microsoft Internet Explorer

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SUMMARY

LIGHT TRUCKS (4X4) - (46 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 6000 LBS GVWR)

STATUS	CONTRACTOR	MODEL	ADDITIONAL INFO	MPG	TOTAL PRICE	N/A
○.F.	GM	SILVERADO K1500		18.80	\$ 13,553.19	*
○.F.	DAIMLERCHRYSLER	RAM PICKUP 1500		17.70	\$ 14,276.35	*
○.F.	FORD	F150		18.00	\$ 15,702.47	*

Note: Incl. (Includes) = The selected option is part of a package that includes the listed options.
Req. (Requires) = In order to get the selected option, you must also select from the listed required options.
Excl. (Excludes) = The selected option cannot be ordered with the listed options.

Note: *** Denotes that one or more options are **NOT AVAILABLE (N/A)**. Please see Contract Detail below:
○.F. - Contract closed for model year (For Funds Obligation only). All data are subject to change.

Manufacturer	GM	DAIMLERCHRYSLER	FORD
Model	SILVERADO K1500	RAM PICKUP 1500	F150
Additional Info			
MPG	18.80	17.70	18.00
Base Price \$ (A)	13,199.00	13,871.00	15,079.00
+ Vehicle Options :			
BL	N/A	158.00	N/A
RAD	220.00	106.00	222.00
RB	N/A	N/A	246.00
Total Vehicle Options (B)	220.00	264.00	468.00
= Subtotal Unit Price (A+B)	13,419.00	14,135.00	15,547.00
Quantity (C)	× 1	× 1	× 1
= Sub-Total\$ (A+B)*C	13,419.00	14,135.00	15,547.00
+ GSA Surcharge	134.19	141.35	155.47
=Total Selling Price (F)	13,553.19	14,276.35	15,702.47
=Unit Selling Price \$) (F/C)	13,553.19	14,276.35	15,702.47
	○.F.	○.F.	○.F.
	Add to Garage	Add to Garage	Add to Garage

AutoChoice cannot be used to place Express Desk orders.

[Back to Options](#)

[Click here](#) for a PRINTER friendly screen.

Done Local intranet



Price Discount Tab – Click on the “Price Discount” Tab to view the GSA contract price and its discount to the manufacturers suggested retail price (MSRP) and dealers invoice.

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****Discounts reflect base vehicle only
 (Prices for optional equipment **ARE NOT** included)*

Price Discount

LIGHT TRUCKS (4X4) - (46 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 6000 LBS GVWR)

Contractor	Model	\$ GSA Price	\$ Invoice Price	\$ Difference	% Below Invoice	\$ MSRP Price	\$ Difference	% Below MSRP
GM	K1500	13,020.00	20,951.00	(7,931.00)	(37.85)%	23,090.00	(10,070.00)	(43.61)%
DAIMLERCHRYSLER	1500	14,842.00	24,097.00	(9,255.00)	(38.41)%	28,125.00	(13,283.00)	(47.23)%
FORD	F150	15,311.00	23,174.00	(7,863.00)	(33.93)%	26,175.00	(10,864.00)	(41.51)%

**** GSA Price** - Unit Price for base vehicle.
Invoice Price -Manufacturer's listed Invoice price for base vehicle.
%Below Invoice - Compares manufacture's invoice price to GSA's unit price.
MSRP Price - Manufacturer's Suggested Retail Price for base vehicle.
%Below MSRP - Compares MSRP to GSA's unit price.
\$Difference - Dollar difference between GSA's unit price and the Invoice or MSRP.

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Minimum Requirements Tab – Click on the “Minimum Requirements” tab to view how the OEM’s vehicle specifications meet the GSA minimum requirements.



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Minimum Requirements

46 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 6000 LBS GVWR

GSA Components	GSA Min Req	SILVERADO K1500	RAM PICKUP 1500	F150
Body/Chassis				
MFG. MODEL CODE		CK15903	DR6L62	F14
PAYLOAD min. kg. (lbs.)	635 (1399)	1850	1440	1524
GROSS VEHICLE WEIGHT RATING min./max. kg (lbs.)	2721 (6000) / 3401 (7500)	6400	6550	6950
PICKUP BED, LOAD LENGTH min. m. (ft.)	2.4 (8)	8	8	8
BODY STYLE	Smooth Side	comply	comply	Comply
Engine Minimums				
ENGINE TYPE (Cylinder/Liter)	6 / 4.2	6/4.3	8/4.7	8/4.6
HORSEPOWER (min)	190	195	235	231
TORQUE (ft.-lb.)	252	260	300	293
COOLING SYSTEM	HDA	comply	comply	Comply
Transmission				
AUTOMATIC TRANSMISSION	4 - Speed	4 speed	5 speed	4 Speed
TRANSFER CASE	2-Speed	2-speed	2 speed	2 speed
Drive Axle				
PRIMARY DRIVE AXLE	REAR	rear	rear	rear

Other Features Tab— Click on the “Other Features” tab to view additional OEM vehicle information relative to the models in the vehicle category selected.

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Other Features

46 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 6000 LBS GVWR

GSA Components	SILVERADO K1500	RAM PICKUP 1500	F150
Emissions			
TIER 2 EMISSIONS LEVEL	BIN 10	BIN 10	BIN 8
Fuel			
FUEL INJECTOR (TYPE)			
FUEL TYPE	GAS	GAS	GAS
Interior			
CONSOLE LOCATION	NOT APPLICABLE	INST. PANEL	SEAT
Seats			
SECOND ROW SEAT TYPE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
SECOND ROW SEAT UPHOLSTERY			
THIRD ROW SEAT TYPE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
THIRD ROW SEAT UPHOLSTERY			
Towing			
MAXIMUM GCWR kg. (lbs.)	10000	12500	11700 LBS
MAXIMUM GCWR with D7 kg. (lbs.)	10000	12500	12200 LBS

[Click here](#) for a PRINTER friendly screen.

OEM Clarifications Tab – Click on the “OEM Clarifications” tab for additional information and explanations related to the models in the vehicle category you have selected.



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OEM Requirements

LIGHT TRUCKS (4X4) - (46 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 6000 LBS GVWR)

GM -- SILVERADO K1500 ---

1. CNS - IS ONLY AVAILABLE WITHIN THE 48 CONTIGUOUS STATES.
2. SHIPMENT TO ALASKA, PUERTO RICO AND THE US VIRGIN ISLANDS IS 135 DAYS IN LIEU OF 90 DAYS.
3. MIL DOES NOT INCLUDE FORM DD250.

DAIMLERCHRYSLER -- RAM PICKUP 1500 ---

1. E85 IS NOT AVAILABLE IN THE FOLLOWING STATES CA, MA, ME, NY, VT.
2. E85 WILL NOT BE AVAILABLE UNTIL JANUARY 2006.
3. ALASKA DEALER DELIVERY ADDITIONAL 30 SHIPMENT DAYS.
4. CNS IS NOT AVAILABLE IN THE FOLLOWING: AK, HI, PR, GU.
5. PSM AND PSMA WILL NOT BE DELIVERED UNTIL AFTER JUNE 2006.
6. BEGINNING WITH 2006 MODEL YEAR VEHICLES, WE WILL DISCONTINUE THE 7/70 POWERTRAIN LIMITED WARRANTY, AND CONTINUE TO OFFER OUR 3/36 WARRANTY COVERAGE ON ALL VEHICLES.

FORD -- F150 ---

1. CNS not available in AK, HI or EXPORT
2. L6 includes a 27 gallon fuel tank
3. D7 PROVIDES 3.73 AXLE RATIO
4. CM INCLUDES CHROME BUMPERS
5. Per GSA min reqs, PSM includes Parts, Service, Powertrain Control and Emis ma
6. When MIL is selected, Ford will only furnish one Data Plate per vehicle
7. PSME includes CD ROM Service & PC/ED Manuals and DVD ROM Parts Manual.
8. Special paint requires minimum of 5 units.
9. Model close out date is March 1, 2006.
10. E85 is not available in Green States - CA, NY, VT, MA, ME.

Done Lo

Purchasing your vehicle - After reviewing the summary and all of the tabs, **select the vehicle you wish to purchase and click “Add to Garage”**.

Price Comparison - Microsoft Internet Explorer

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SUMMARY

LIGHT TRUCKS (4X4) - (46 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 6000 LBS GVWR)

STATUS	CONTRACTOR	MODEL	ADDITIONAL INFO	MPG	TOTAL PRICE	N/A
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○.F.	FORD	F150		18.00	\$ 15,702.47	*

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Manufacturer	GM	DAIMLERCHRYSLER	FORD
Model	SILVERADO K1500	RAM PICKUP 1500	F150
Additional Info			
MPG	18.80	17.70	18.00
Base Price \$ (A)	13,199.00	13,871.00	15,079.00
+ Vehicle Options :			
BL	N/A	158.00	N/A
RAD	220.00	106.00	222.00
RB	N/A	N/A	246.00
Total Vehicle Options (B)	220.00	264.00	468.00
= Subtotal Unit Price (A+B)	13,419.00	14,135.00	15,547.00
Quantity (C)	x 1	x 1	x 1
= Sub-Total \$ (A+B)*C	13,419.00	14,135.00	15,547.00
+ GSA Surcharge	134.19	141.35	155.47
= Total Selling Price (F)	13,553.19	14,276.35	15,702.47
= Unit Selling Price \$ (F/C)	13,553.19	14,276.35	15,702.47
○.F.	○.F.	○.F.	○.F.
Add to Garage	Add to Garage	Add to Garage	Add to Garage

AutoChoice cannot be used to place Express Desk orders.

Back to Options

Click here for a PRINTER friendly screen.

Done Local intranet

Choose Vehicle Color

Choose vehicle color by typing the total number of vehicles you want for each color.

[Compare Prices](#)
[Order Status](#)
[MVDO](#)
[Garage](#)
[Vendor Performance](#)
Link:
[National Highway Traffic Safety Administration \(NHTSA\)](#)

[My Profile](#)
[FAQ's](#)

[Logout](#)

Quantity and Color Selections :

Standard Item : 46 - 4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 6000 LBS GVWR

Manufacturer : GENERAL MOTORS CORPORATION

Model: SILVERADO K1500

MPG: 18.80

Base Price (A) **\$ 13,199.00**

+ Vehicle Options:

Total Veh. Options (B) **\$ 0.00**

= Sub-Total Unit Price (A+B) **\$ 13,199.00**

Quantity (C) **x 1**

= Sub-Total Price (A+B)*C **\$ 13,199.00**

+ GSA Surcharge **\$ 131.99**

= Total Selling Price\$ (F) **\$ 13,330.99**

= Unit Selling Price\$ (F/C) **\$ 13,330.99**

Total Quantity :

Available Colors:

Sandstone Metallic :

Black :

Dark Green Metallic :

Summit White :

Silver Birch Metallic :

595F FOREST SERVICE (ONLY) GRN:

Dark Grey Metallic :

Victory Red :

Dark Blue Metallic :

=====

Total Color Quantity :

[Re-CalCulate](#)

[Continue](#)

[Back](#)

Total Color Quantity must be equal to Total Quantity.

The "Re-CalCulate" button changes total color quantity to "0".

The "Back" button takes user back to the previous screen.

The "Continue" button brings you to the next screen.

Completing your vehicle order – Complete all required (*) fields.

Compare Prices

Order Status

MVDO

Garage

Vendor Performance

Link:
[National Highway Traffic
Safety Administration
\(NHTSA\)](#)

[My Profile](#)
[FAQ's](#)

Logout

****Note**** An asterisk (*) indicates a required column.

Requisition Detail

1. Agency Order No :

*

2. Requisition Number :

2a

2b

2c

*

3. Signal Code :

*

4. Supplementary Address :

(Required for Signal Code B and K)

5. Fund Code :

*

Unit Price \$:

\$ 13,330.99

6. Additional Funds \$:

(Obligate additional funds to this order)

Total Est Unit Price \$:

13,330.99

Description :

4X4 PICKUP, FULL SIZE, REGULAR CAB, MIN 6000 LBS GVWR

7. Shipment Location :

*

8. Contact Person :

*

9. Phone Number :

*

10. Priority Level :

This Priority pertains to your order once it has been stored in your garage.

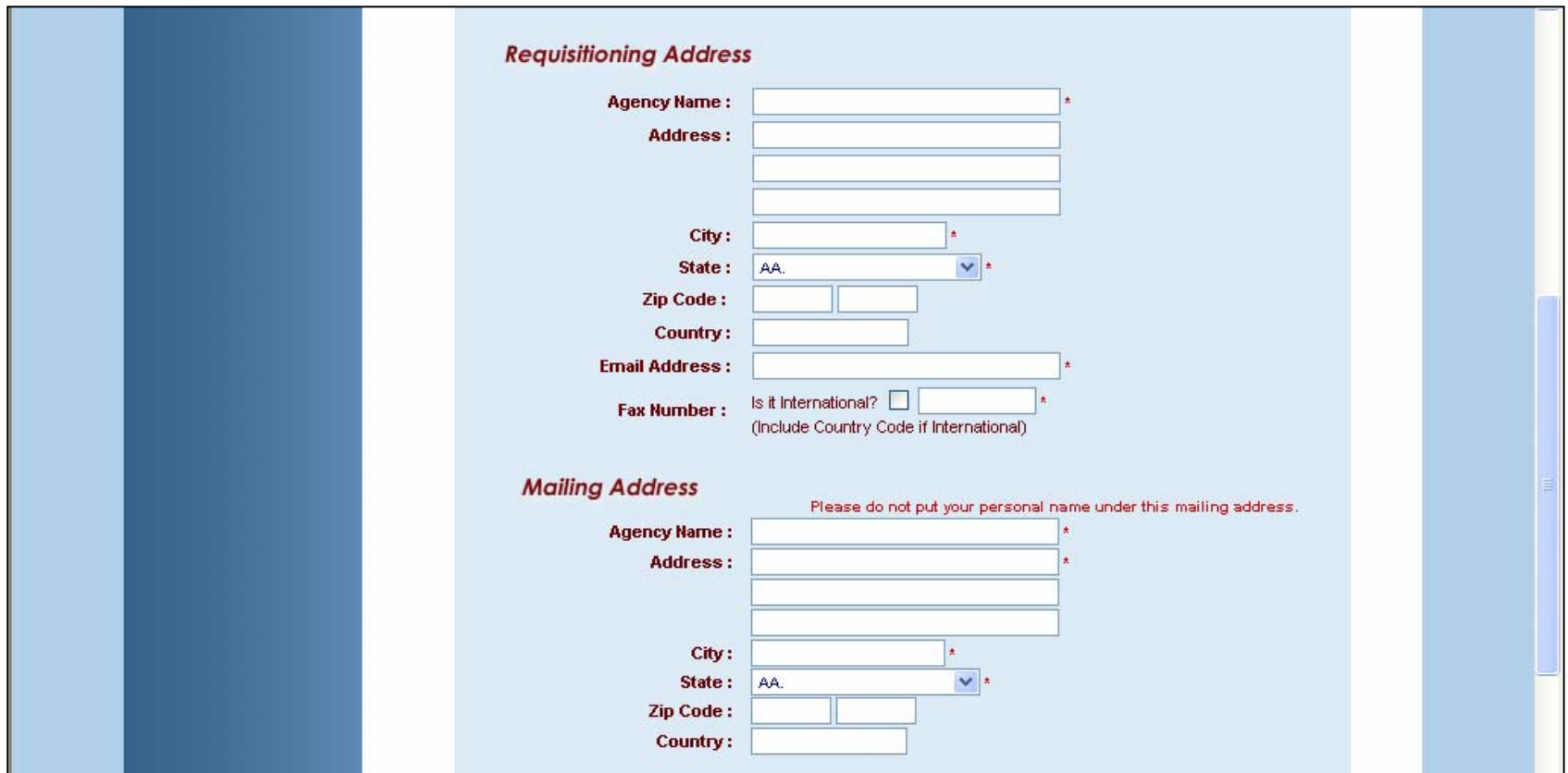
Internal Agency Financial Data:

Info will be passed to GSA Finance but will not be passed to GSA Automotive.

1. Type in a number, assigned by your ordering agency.
2. Requisition number
 - 2a. Type in the Activity Address Code (AAC) assigned to your ordering agency. Call 1-877-472-3777 for your agency's AAC or DoDAAC number.
 - 2b. The Julian Date, AutoChoice will calculate this for you.
 - 2c. Serial Number – This field must contain 4 digits and should be assigned by your ordering agency.
3. Signal Code – Contact (703) 605-CARS(2277) to obtain signal code.
4. Supplementary Address – Optional.
5. Fund Code – Should be obtained from your budge/finance office.
6. Additional Funds – Required for any orders with additional requirements (AREQ).
7. Shipment Location – Choose Domestic or Export.
8. Contact Person – Enter the order contact person.
9. Phone Number – Phone number of the order contact Person.
10. Utilizing this function will prioritize your orders as low, medium, or high. This function is optional and is for customer internal use only.

Completing your vehicle order – Complete all required (*) fields.

Certificates of Origin (vehicle titles) will be mailed to the address entered in the Mailing Address block.



The screenshot displays a web form for completing a vehicle order. It is divided into two main sections: 'Requisitioning Address' and 'Mailing Address'. The 'Requisitioning Address' section includes fields for Agency Name, Address (three lines), City, State (a dropdown menu with 'AA.' selected), Zip Code (two separate boxes), Country, Email Address, and Fax Number. The Fax Number field includes a checkbox for 'Is it International?' and a note to 'Include Country Code if International'. The 'Mailing Address' section includes a warning: 'Please do not put your personal name under this mailing address.' followed by fields for Agency Name, Address (three lines), City, State (a dropdown menu with 'AA.' selected), Zip Code (two separate boxes), and Country. Asterisks (*) indicate required fields.

Requisitioning Address

Agency Name : *

Address : *

City : *

State : AA. *

Zip Code : *

Country : *

Email Address : *

Fax Number : Is it International? ☐ *
(Include Country Code if International)

Mailing Address

Please do not put your personal name under this mailing address.

Agency Name : *

Address : *

City : *

State : AA. *

Zip Code : *

Country : *

Completing your vehicle order (continued) –

Delivery address: All vehicles are delivered to a nearby courtesy dealership. If consignee delivery (option code CNS) is chosen, the vehicle will be delivered to the delivery address you fill in.

Dealership: To choose a dealership, **click on the “Find Dealership” button. Choose the dealership closest to your location from a pull down menu in the pop up window.** The chosen dealership info will populate the “dealership” block.

If you leave the dealership block blank, the vendor will choose the dealership your vehicle will be delivered to based on your zip code.

Add to Garage: After you have completed all of the required fields, **click on “Add to Garage”.**

Microsoft Internet Explorer

Delivery Address

Agency Name : *

Address :

City : *

State : AA. *

Zip Code :

Country :

Email Address : *

Fax Number : Is it International? ☐ *
(Include Country Code if International)

Dealership

←

Dealership Name :

Address :

City :

State :

Zip Code :

Telephone No. :

Billing Address

Address : GSA
PO Box 419018 (6BCP-F)
TEL: (816) 823-2322

City : Kansas City

State : MO

Zip Code : 64141

Country : USA

→

AutoChoice Garage and Finalizing Orders

The “Garage” is a holding area for your vehicle orders. The Garage allows all registered customers to review orders compiled for their organization. Customers can only view orders under their organizations Activity Address Codes.

From the Garage you can **(1.) Edit, Delete, View, Copy vehicle orders. (2.) Choose the order(s) you want to submit by checking the “Order Now” box and clicking on (3.) “Finalize Selected Pending Order/s”.** Only individuals with supervisory authorization can place orders with GSA.

The screenshot displays the GSA AutoChoice Garage interface. On the left is a navigation sidebar with links like 'Compare Prices', 'Order Status', 'MVDO', 'Garage', and 'Vendor Performance'. The main content area is titled 'Pending Orders in your Garage' and shows a table of 'New Requisitions - Not Submitted to GSA'. The table has columns for Requisition No., Std Item, Model, Quantity, Actual Price, Additional Funds, Unit Obligated Amt, Total Actual, Total Obligated Amt, Priority, Created By, Order Now?, and Actions. Two requisitions are listed, both for Silverado K1500. The 'Order Now?' column has checkboxes, and the 'Actions' column has links for Edit, Delete, View, Copy, and Remarks. A red circle highlights the 'Order Now?' checkboxes and the 'Actions' links. A red arrow labeled '1.' points to the 'Order Now?' checkbox. A red arrow labeled '2.' points to the 'Finalize Selected Pending Order/s' button. A red arrow labeled '3.' points to the 'Finalize Selected Pending Order/s' button. At the bottom, there is a footer with links for Homepage, Vehicle Standards, About Us, and Email Us.


Requisition No.	Std Item	Model	Quantity	Actual Price	Additional Funds	Unit Obligated Amt	Total Actual	Total Obligated Amt	Priority	Created By	Order Now?	Actions
473082-5250-1234	46	SILVERADO K1500	1	13,330.99	0.00	13,330.99	13,330.99	13,330.99	Medium	PLUTZ	<input type="checkbox"/>	Edit Delete View Copy Remarks
473082-5250-1222	46	SILVERADO K1500	1	13,330.99	0.00	13,330.99	13,330.99	13,330.99	Low	PLUTZ	<input type="checkbox"/>	Edit Delete View Copy Remarks

[Finalize Selected Pending Order/s](#)

[Homepage](#) | [Vehicle Standards](#) | [About Us](#)
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To Comment on this Webpage [Email Us](#)


* Priority – See slide 18, note # 10.

Confirmation – An order confirmation will be sent to your email address. Your requisition Information will be in the document attached to the email. The “Case No.” is GSA’s internal order number.

	AUTOCHOICE.COMME	To:	gina.jordan@GSA.GOV							
	NTS@GSA.GOV	cc:	denise.banks@GSA.GOV							
	06/10/2003 02:45 PM	Subject:	AutoChoice Order Confirmation							

Order Received by GSA – E-mail Acknowledgement

This is to confirm that GSA received your order. Please see the attached file. You will need to have Microsoft Word in order to view/print the file.

 - 061003024521.rtf

AutoChoice Order Acknowledgment

Control No: 2133 **Date Received:** June 10, 2003

GSA has received the following orders for processing.

Agency Order No	CaseNo	Requisition Number	Std Item	Model	Qty	Obligated Amt	Actual Price \$	Consignee Delivery Address	Created By
test	0L1234	47306231616284	414	4200 SBA	1	32,357.31	32,357.31	GSA TEST	GUORDAN

Color: 1=WHY-WHITE
Options:

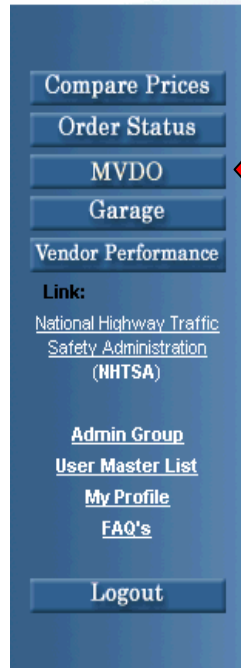
****Note****
The above orders will be assigned to the appropriate Contract Specialist for processing. If you have questions about your order, please contact this Contract Specialist. Please check the order status record in AutoChoice to obtain the name and telephone number of the Contract Specialist handling your case.

Motor Vehicle Delivery Orders (MVDO)

An MVDO is the final vehicle order sent to the vendor. Once your vehicle order has been sent to the vendor, an MVDO will be emailed or faxed to the addresses listed in the requisitioner and delivery blocks of your vehicle order.

To print additional copies of MVDO's:

- Click on the MVDO tab to your left.
- Enter the date range in the "Order Date" box.
- Select Case Number or Agency Order Number, or Requisition Number and type the number in the from and to blanks.
- Click on "Submit Query" to view the order.
- Print the MVDO by clicking on "File" and "Print" from your browser's toolbar.



Motor Vehicle Delivery Order Report

Please enter the requested information below.
Enter a range of search values when requesting multiple reports.
Enter the same value in the From and To columns if you know the specific criteria that you are searching with.

Order Date: From To

☒ Case Number
☐ Agency Order Number
☐ Requisition Number
Please use the following format: XXXXXX-XXXX-XXXX

From To

Checking Vehicle Status - You can check the status of your vehicle orders. From the AutoChoice home page, click on the "Order Status" button. Search for your order in one of the following ways:

1. **By Case Number Only. Only enter the last five digits.**
Case number is on the order acknowledgement you received by email from GSA.
2. **By Requisition Number (14 digit)**
3. **By your Agency Order Number (enter spaces and dashes as on the original order)**
4. **Click on "Submit Query"**

The screenshot shows the GSA AutoChoice website interface. The browser address bar displays `apps.fss.gsa.gov/vehicles/roads/searchkey.cfm?button=Status`. The page header includes the GSA logo and the slogan "Steering you in the right direction". The main navigation sidebar on the left contains buttons for "Compare Prices", "Order Status", "MVDO", "Garage", and "Vendor Performance". A red arrow points to the "Order Status" button. Below these buttons are links for "National Highway Traffic Safety Administration (NHTSA)", "My Profile", "FAQ's", and a "Logout" button. The main content area is titled "Check Ordered Status" and features a "Search Key" section with three radio buttons: "Case Number" (selected), "Requisition Number", and "Agency Order Number". A text input field contains the value "0L1234". A red arrow points to the "Submit Query" button. At the bottom of the page, there are links for "Homepage", "Vehicle Standards", and "About Us", along with copyright information for 1999 GSA/FSS and a link to "Email Us".

Checking Vehicle Status (Example)

Status information is received from the vendors and is updated weekly.

Shipment/delivery information will be shown in the status column.

You will be advised that the vehicle you ordered is:

- In Process
- In Production;
- Shipped; or
- Delivered.

Order Status					
Veh Order No	VIN	Status	Date	Contact Address	Telephone Number
1	1D7HG48X13S291209	Delivered	Oct 7 2005	EGOLF MOTORS INC 401 DUNCAN HILL ROAD HENDERSONVILLE, NC 28739-	8286928777



Requisition Data					
Case No:	0L1234	Req. No.:	1243ZP-3029-1257	Received:	02/11/2003
Supp Address:		Signal :	J	Fund:	TT
Quantity:	1	Est Unit Price:	\$ 21,667.53	Export:	N
Std Item:	46	Agency Order:	R08-1257-03	Funded:	Y

Contract Information					
Contract Number:		General Motors Corporation			
Mod	Sch Line	Ordered Date	Shipment Date	Quantity	Unit Price
	68E.1	02/12/2003	05/13/2003	1	\$ 21,667.53

Options		
Option Code	Description	Unit Price
CRTS	CRUISE CONTROL AND TILT STEERING	\$ 331.00
D3	SPECIAL TRACTION DIFFERENTIAL	\$ 242.00
Total Option Price...		\$ 573.00



Other AutoChoice Functions

- ***Vendor Performance*** – Provides past history of vendor shipment performance and may be used to make best value purchase decisions.
- ***National Highway Traffic Safety Administration (NHTSA)*** - Links you to the NHTSA website. NHTSA offers information on recalls and crash test ratings.
- ***FAQ's*** – Frequently asked AutoChoice questions.
- ***Logout*** – Click button to log out of AutoChoice.



www.autochoice.gsa.gov

For Assistance Contact GSA Automotive Customer CARE at 703-605-CARS (2277) or send an email to vehicle.buying@gsa.gov.

Visit our websites at:

www.gsa.gov/automotive

www.gsa.gov/vehiclestandards